

**WEST VIRGINIA
EQUAL EMPLOYMENT OPPORTUNITY OFFICE
50 DEE DRIVE
CHARLESTON, WV 25311**

**DIRECTOR
Tia Welch**

2019 ANNUAL REPORT

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The Honorable Jim Justice
Governor West Virginia State Capitol
Charleston, West Virginia

January 1, 2020

Dear Governor Justice,

On behalf of the State of WV Equal Employment Opportunity Office, I am submitting this report covering the period from January 1, 2019, to December 31, 2019.

Your EEO Office has been engaged and productive this year. Our EEO investigations caseload remains very active with our agency continuously being requested to lead investigations and provide agency trainings. Each EEO Office staff member has worked diligently to increase this office's visibility and outreach in the community often outside of the workday.

Our annual State of WV EEO Training Conference was reinstated this year after a four-year hiatus. The last conference was held in 2015. This year's conference was held on September 12, 2019 at the Beckley-Raleigh County Convention Center, Beckley WV. A variety of topics such as sexual harassment, social media, and handling a hostile work environment were covered by lawyers, state officials, and industry experts and representation by the U.S. Equal Employment Opportunity Commission (EEOC). We had a total of 109 attendees the largest number to date.

This office has achieved numerous accomplishments this year in addition to the annual conference. 1) The Procedure for Handling EEO Complaints was updated from 2012 with your approval and signature. 2) Increase in Affirmation Action Plan submissions by state agencies. 3) Increase in EEO Training opportunities. 4) Increase in community involvement and networking opportunities.

EEO coordinators quarterly meetings have been particularly insightful this year. The meetings are well-attended and provide valuable information regarding current issues in various agencies that need to be addressed and resolved.

At the State EEO Office we are a TEAM. I could not have accomplished reinstating a state-wide conference, especially six months into my position without the help of our very own administrative secretary and conference coordinator Beverly Reed and EEO Specialist James Rollins. I am grateful to have their support, professionalism, skill, and input every step of the way. I appreciate and applaud their willingness to go Above and Beyond to make it happen every day.

We continuously look for ways to develop and grow professionally. The opportunity to attend national conferences and seminars related to EEO is imperative thus enabling us to stay current and knowledgeable as we provide up-to date training, conduct investigations and promote equal and fair treatment for all state employees. We thank you for your leadership and commitment. as we work together in providing a workplace free of harassment and discrimination across state government.

Respectfully submitted,

Tia Welch, WVEEO Director

MISSION STATEMENT

WEST VIRGINIA EQUAL EMPLOYMENT OPPORTUNITY OFFICE

The mission of the West Virginia Equal Employment Opportunity Office is:

To assist all state agencies in mediating or investigating allegations of unlawful workplace harassment or discrimination based upon protected class; and

To provide useful, up-to-date training for all West Virginia state employees on identifying, preventing and eliminating workplace harassment and discrimination; and

To provide EEO advice and assistance, as requested, for state employees, including agency supervisors, managers and directors; and

To form working relationships with other agencies and with community organizations to promote diversity and support affirmative action in West Virginia state government.

Tia Welch Director

Tia Welch was appointed to serve as director of the West Virginia Equal Employment Opportunity (EEO) Office on March 14, 2019 by Governor Jim Justice.

Welch has served as an Employer Engagement Specialist for Goodwill Industries of Kanawha Valley. Prior to that, she worked for the Charleston Job Corps Center in various roles for nearly 20 years.

In her role as EEO Director, Welch will work to increase state agencies' understanding of and compliance with equal employment laws and practices to prevent workplace harassment and discrimination; increase education and outreach efforts through various trainings, literature, and materials; and collaborate with other agencies, higher education, and community organizations to promote diversity and inclusion and eliminate barriers to employment.

Welch holds a master's degree in theology from Freedom Bible College, a Bachelor of Science degree from West Virginia State University, and a ministerial ordination from the Heart of God Ministries International Fellowship of Churches.

She is honored to be a wife, mother, and grandmother. Welch serves as the senior pastor of Heart of God Charleston. Giving back to the community is very important. Welch is an active member in the Women's Club of Charleston, Charleston Lions Club, Fair Shake Network, Tuesday Morning Group and the Rotary Club of South Charleston. She is a charter member of the African American Philanthropy In Action (AAPA) a giving circle through the Greater Kanawha Valley Foundation and serves on the Salvation Army Advisory Board.

James Rollins
EEO Investigator/Specialist

James Rollins came to the WV EEO Office on November 1, 2010. James is a retired Sergeant from the Charleston Police Department, with over twenty years of service. While employed with the CPD, James worked in numerous areas, with increasing responsibilities, including Patrol Division and over fourteen years with the Investigative Division and Background Investigations. He also served as Chair of the Background Investigation Committee.

James is a graduate of West Virginia State College, where he majored in Criminal Justice, receiving A.S. and B.A. degrees. While at State, he also completed their ROTC program. James was a member of the ROTC Drill Team, Pershing Rifles Society, and Kappa Alpha Psi Fraternity.

Among James' many activities are, Kanawha County Community That Cares Board Member, Community Relations Council member for the Charleston Job Corp, Member of the NAACP Charleston Branch, the Tuesday Morning Group and receiving a national certification in the writing and planning of an Affirmative Action Plan.

Beverly Reed
Administrative Assistant

Beverly Reed came to the WV EEO Office August 18, 2010, after working temporarily at West Virginia State University and the West Virginia Supreme Court. Previously, Beverly managed her Mary Kay business while working as an office manager for two area physicians' offices.

Beverly is a graduate of Fairmont State University with a B.S. degree in Office Administration. Beverly was a member of Alpha Kappa Alpha Sorority graduate chapter. Beverly retired from DuPont Plant after nineteen years of service with ever-increasing responsibilities in clerical work and office management.

Beverly is a member of Levi First Missionary Baptist Church in Rand. She is married and has three grown sons and one daughter.

Beverly assists her husband in his many community endeavors – Annual Back To School event, Teen Dance, Movie Night, Christmas Party and various outings for the children of the church.

COMMUNITY OUTREACH

Pursuant to the goals outlined in Executive Order No. 6-90, which reads in pertinent part that the all state agencies shall “develop an Equal Employment Opportunity Program...[which] shall be in writing and shall entail positive and aggressive measures to be taken for protected classes in the area of recruitment, hiring, training and all other personnel matters;” (Executive Order 6-90, Article I, Section A); and that the “State Equal Employment Opportunity [Office] shall consult with and solicit the recommendations of interested individuals and organizations regarding the implementation of this Executive Order;” (Executive Order 6-90, Article II, Section C); and that the “State Equal Employment Opportunity [Office] shall develop a recruitment program...and shall work in cooperation with state agencies, departments and other organizational units to...identify minorities, women, handicapped and other [members of] protected groups who qualify or can become qualified for state employment...” (Executive Order 6-90, Article II, Sections F, and H), the State EEO Office strives each year to strengthen its relationship with the community, to interact in meaningful ways with community leaders and organizations which are involved in outreach to members of protected classes; and to participate in job fairs and other opportunities to underscore the Governor’s commitment to affirmative action in hiring.

The following is a partial listing of the community outreach events in which the State EEO Office participated in 2019:

- Beverly Reed participated in the DOP Career Fair May 15, 2019 at the Culture Center.
- Beverly Reed participated in the Community Career/Hiring event July 18, 2019 at Mary C. Snow West Side Elementary School.
- Beverly Reed attended the Administrative Assistants Conference July 29, 2019 in Charleston.
- Beverly Reed attended the Women’s Conference sponsored by Skillpath seminars with Director Welch on September 24, 2019 in Charleston.
- James Rollins attended the “Healing Justice” film screening event at the First Baptist Church on Tuesday evening, February 19, 2019.
- James Rollins attended an event at WVSU for “Black History Month,” on Tuesday, February 26, 2019. An HBO documentary regarding Dr. Martin Luther King Jr. entitled “King in the Wilderness” was shown at the event.

- James Rollins attended the “We Love our Community Awards” event at the Charleston Civic Center on March 28, 2019.
- James Rollins attended the “100th Anniversary of the West Virginia State Police’ on Friday, March 29, 2019.
- James Rollins attended the “Healing Justice” film screening and dialogue event at First Baptist Church on Thursday evening, April 4, 2019.
- James Rollins attended the “West Side Story,” and the “Color of Law,” events at West Virginia State University on April 17, 2019.
- James Rollins attended a meeting to discuss the West Side Urban Renewal Plan on June 7, 2019 with Charleston Council members and a CURA board member.
- James Rollins participated in a meeting with Kanawha Community That Cares (KCTC), Google and the DEA on June 18, 2019, for their media campaign for substance abuse prevention.
- James Rollins attended a press conference at the Lippert Terrace Housing Complex June 21, 2019 regarding community substance abuse assistance.
- James Rollins and Director Welch attended the Tuesday Morning Group special meeting on July 12, 2019 with community members, city council members and Charleston Mayor Amy Goodwin to discuss recent community shootings on the Charleston’s West Side and upcoming prevention meetings.
- James Rollins attended an event Wednesday, July 19, 2019, sponsored by Marshall’s Health for their Creating Opportunities for Recovery Employment Division of Addiction.
- James Rollins attended the quarterly Community Relations Council meeting July 29, 2019 at the Charleston Job Corps Center.
- James Rollins attended a Region 5 Substance Abuse meeting at the South Charleston Library on Monday, August 19, 2019.
- James Rollins attended a KCTC meeting on Wednesday, August 21, 2019. Afterward board members met with staff for Senator Manchin’s Drug Task Policy.
- James Rollins and fellow KCTC board members met with United Way staff regarding keeping prevention measures within the county on September 6, 2019.
- James Rollins attended the “Groundwater Approach to Racial Equity” by the Racial Equity Institute (REI) September 27, 2019 at the Charleston Coliseum and Convention Center. The event was hosted by the Greater Kanawha Valley Foundation.
- James Rollins attended the KCTC coalition meeting on November 14, 2019. KCTC will no longer have its own substance abuse prevention program and will become a program under United Way in 2020.

- Tia Welch and James Rollins attended “We Love Our Community” Awards Ceremony on March 28, 2019 at the Charleston Coliseum and Convention Center.
- Tia Welch attended the HR Conference, April 9, 2019 sponsored by the WV Chamber of Commerce, Charleston Marriott.
- Tia Welch was invited to attend the Commissioner’s Meeting hosted by the WV Human Rights Commission on April 18, 2019.
- Tia Welch attended HR Law 2019, April 29, 2019 at the Holiday Inn Express, Charleston WV sponsored by National Seminars
- Tia Welch was invited to attend the Crossroads Pregnancy Care Center annual dinner, April 23, 2019 at Bible Center Church.
- Tia Welch and James Rollins attended the “UC Builders Luncheon” on May 22, 2019 at the University of Charleston. Mayor Amy Goodwin was the keynote speaker.
- Tia Welch attended IPMA’s WV Chapter Annual Spring Conference on May 23, 2019 at Four Points Sheraton, Charleston WV.
- Tia Welch facilitated EEO Training for the WV Insurance Commission, May 30.
- Tia Welch attended HHOMA Juneteenth Celebration, Saturday, June 15 on the State Capitol grounds.
- Tia Welch facilitated EEO Training for the Office of Miner’s Safety, Health & Training, June 19.
- Tia Welch attended the community gun violence forum targeting youth hosted by community members, clergy and the City of Charleston at the 2nd Avenue Community Center on Sunday, July 14, 2019.
- Tia Welch attended the Pittsburgh EEOC Field Office Open House for the 20TH ANNIVERSARY OF ITS MEDIATION PROGRAM on July 30, 2019.
- Tia Welch participated in WV Women Moving Forward: Wage Gap Group on August 12, 2019.
- Tia Welch participated as a presenter in the Governor’s Civil Rights Day, Aug. 28, 2019 hosted by the WV Human Rights Commission.
- Tia Welch & Beverly Reed attended the Women’s Conference sponsored by Skillpath seminars on Sept. 24.
- Tia Welch participated in the annual Fair Shake Network (disability advocacy group) annual business/picnic meeting on Sept. 25.
- Tia Welch participated in the Women’s Club of Charleston annual fundraiser for nursing scholarships at Garnet Career Center, Oct. 2.
- Tia Welch conducted a presentation on “Business and Discrimination Blind Spots” for Align HR Small Business Conference, October 3, 2019 at the Marriott Waterfront Place, Morgantown WV.
- Tia Welch attended the State Workforce Development Board Meeting at the State Capitol on October 16, 2019.
- WV EEO Office staff attended the annual HHOMA Minority Business Expo, October 22, 2019 at the Charleston Coliseum & Convention Center.
- Tia Welch attended Charleston Job Corps Center’s, Workforce Industry Council meeting, Nov. 8, 2019.

- Tia Welch attended Small Communities, BIG Solutions Conference, BridgeValley CTC on Nov. 18, 2019.
- Tia Welch attended meet & greet for new President Dan Owens, Goodwill Industries of Kanawha Valley, Inc.
- Tia Welch attended Equity in Appalachia: Understanding Racial Inequity A Groundwater Approach on Dec. 3, 2019 sponsored by Greater Kanawha Valley Foundation.
- Tia Welch presented EEO Harassment Training during the annual all staff training of Coalfield Community Action Partnership (CAP) Inc. on Dec. 12, 2019 in Williamson WV.

EEO COMPLAINTS AND INVESTIGATIONS

Pursuant to the mandates established under Executive Order 6-90, which authorizes the State EEO Office to oversee all agency EEO “problem areas,” “monitor records of personnel actions,” and have “access to all data, records, and reports that are required for the execution of the [Office’s] responsibilities,” the EEO Office takes its participation in all agency EEO complaints and investigations very seriously.

The State EEO Office rewrote the EEO counseling and investigative procedures which had been in place for the past four years to reflect current federal investigative standards, to clarify vague language and to superimpose lettering and numbering outline format on the document so it will be easier to cite. Our office has been monitoring the use of these new guidelines closely and continues to update and re-draft the guidelines as we see what is working and what is not in a “real-world” complaint and investigation scenario.

The former state EEO counseling and investigative guidelines, which were contained in a document entitled **Guidelines for Conducting Equal Employment Opportunity Complaint Investigations**. (Revised in July 2007), have been superseded by documents now found on the state EEO website (www.eeo.wv.gov) and in a manual first distributed at the 2011 Annual EEO Conference, held at Glade Springs Resort, in November entitled: “West Virginia EEO Counselor’s and Investigator’s Tool Kit.” The main differences in the new materials is that EEO counseling procedure has been divided into informal and formal stages, (an investigation can only commence upon the filing of a formal EEO complaint once attempts at EEO counseling have failed) and that there are new forms for the intake of EEO complaints and filing formal EEO complaints. These forms are being updated as this office, and the agencies use them and suggest changes. A new EEO Counselor’s and Investigator’s Toolkit was distributed at the 2019 EEO Coordinator’s meeting.

The purpose of updating the materials is to make them easier to use and to follow more closely the Governor’s mandate that EEO issues be dealt with informally by the agency first, if possible.

Copies of all EEO investigation documents from all state agencies, including the initial complaint, the appointment letters, the Investigative Report, Affirmation statements, notes and any audio or video recordings made during the investigation, witness statements and letters which either substantiate or non-substantiate the complaint, along with subsequent documentations of agency action, are required under the auspices of Executive Order No. 06-90 to be filed with the EEO Office so that our office may keep abreast of the agency actions in such cases. However, all original documentation from EEO investigations is always returned to the agencies for their ultimate decision on employment action (if any) in these cases. All such copies of agency investigation documents are kept by the EEO Office for a period of not less than five years and then destroyed.

2019 EEO Laws Update

This is been a year of great changes in how this country views the rights of individuals who hold protected class status. New EEOC policies and mandates address pregnancy discrimination, LGBT harassment and discrimination, FOIA requests and veteran status. The impact of these changes in federal law are beginning to be felt in West Virginia.

Available online is the New 'Digest of EEO Law' issued by the federal Equal Employment Opportunity Commission (EEOC) which addresses Federal legislation, as well as executive orders, directives, court decisions, and EEOC opinions. The latest edition is 2018 and provides federal stakeholders the most up-to-date versions of the Federal statutes and applicable case law. The public may receive federal sector information updates and news items via [GovDelivery](#) and [Twitter](#).

FEDERAL PROTECTED CLASSES covered by Title VII of the Civil Rights Act of 1964 with laws governing them.

Age- (40 and over) Age Discrimination in Employment Act of 1967

Disability- Vocational Rehabilitation and Other Rehabilitation Services of 1973 and Americans with Disabilities Act of 1990

Genetic Information- Genetic Information Nondiscrimination Act

National Origin- Civil Rights Act of 1964

Race/Color- Civil Rights Act of 1964

Religion- Civil Rights Act of 1964

Sex- Equal Pay Act of 1963 and Civil Rights Act of 1964

Retaliation- on the basis of engagement in a protected workplace activity or a previously filed EEO Complaint, regardless of the outcome of that case.

ADDITIONAL PROTECTED CLASSES IN WEST VIRGINIA

Pregnancy- Pregnancy Discrimination Act

Military or Veteran's Status- Vietnam Era Veterans' Readjustment Assistance Act of 1974 and Uniformed Services Employment and Reemployment Rights Act.

Political Affiliation- Bronte v. Finkle, US Supreme Court 1981

Tobacco Use- WV Code §21-3-19

The following laws are not protected by WV Law, but may co-exist with Sex thereby receiving protection under the Civil Rights Act of 1964.

Marital Status

Parental Status

Gender Identity

Sexual Orientation

EEO BASICS

- Workplace harassment is **unwelcome** conduct that affects the ability of **a member of a protected class** to do his/her job, or to feel comfortable and safe in the workplace.
- Workplace discrimination is treating an employee differently, either by denying that employee a **tangible employment benefit** or taking an **adverse employment action** against that employee. In most instances, unlawful discrimination can only be undertaken by a manager or supervisor, or through a policy of the agency.
- People do use the terms interchangeably, but legally they have different meanings.
- In an instance of discrimination, there may be a **legitimate nondiscriminatory** reason for the actions of the management official or the agency.
- Protected classes include **sex, race, color, national origin, gender, religion, age, mental or physical disability, military status, genetic make-up, political affiliation, tobacco use and retaliation.**
- Most people will fall under a protected class in some workplace situation.
- In order for the workplace harassment or discrimination to fall under EEO law, it must be **based upon the fact that the employee is a member of a protected class**. Just because a person falls into a protected class does not make every workplace action an EEO matter, nor does it make every adverse action illegal.

AFFIRMATIVE ACTION PLANS

Annually, the state agencies under the jurisdiction of the Governor submit an affirmative action plan to the State EEO Office. The EEO Office reviews each plan for approval.

The 2019-2020 plans were submitted to the State EEO Office. The following agencies submitted an affirmative action plan.

Agency

Governor's Office
WV Arts, Culture and History
WV Bureau of Senior Services
WV Dept. of Administration
WV Dept. of Environmental Protection
WV Dept. of Health and Human Services (DHHR)
WV Dept. of Education
WV Dept. of Commerce
 WV Dept. of Forestry
 WV Dept. of Tourism
 WV Development Office
 WV Dept. of Rehabilitation Services
 WV Division of Labor
 WV Division of Natural Resources
 WV Division of Miners' Health, Safety and Training
 Workforce WV
 WV Geological and Economic Survey
WV Dept. of Military Affairs & Public Safety
 WV Army Regional National Guard
 WV Capitol Police
 WV Division of Administrative Services
 WV Division of Corrections and Rehabilitation
 WV Div. of Homeland Security and Emergency Mgmt.
 WV Justice and Community Service
 WV Parole Board
 WV State Fire Marshall
 WV State Police
WV Supreme Court of Appeals
WV Dept. of Revenue
WV Dept. of Transportation
WV Dept. of Veteran Assistance

Prepared by AAP Writer

Tia Welch
Andrea Thompson
Monica Rogers
Misty Peal
Carl Charles
Dawn Adkins
Sharon Bryant

Sharon Summers
Tom McClure
Tom McClure
Terry Blair
Amber Pierson
Andrea Fout-Tinsley
Mona Dugas
Nicholas Allen
Jennifer Goff

Deborah Taylor
Margaret Cash
Katrina Kessel
Katrina Kessel
Tony Domingo
Amber Massey
Natalie Proctor
Robert Sharp
Sgt. Shallon Oglesby
Sarah Loftus
Terri Martin
Debbie Amos
Sue Collins

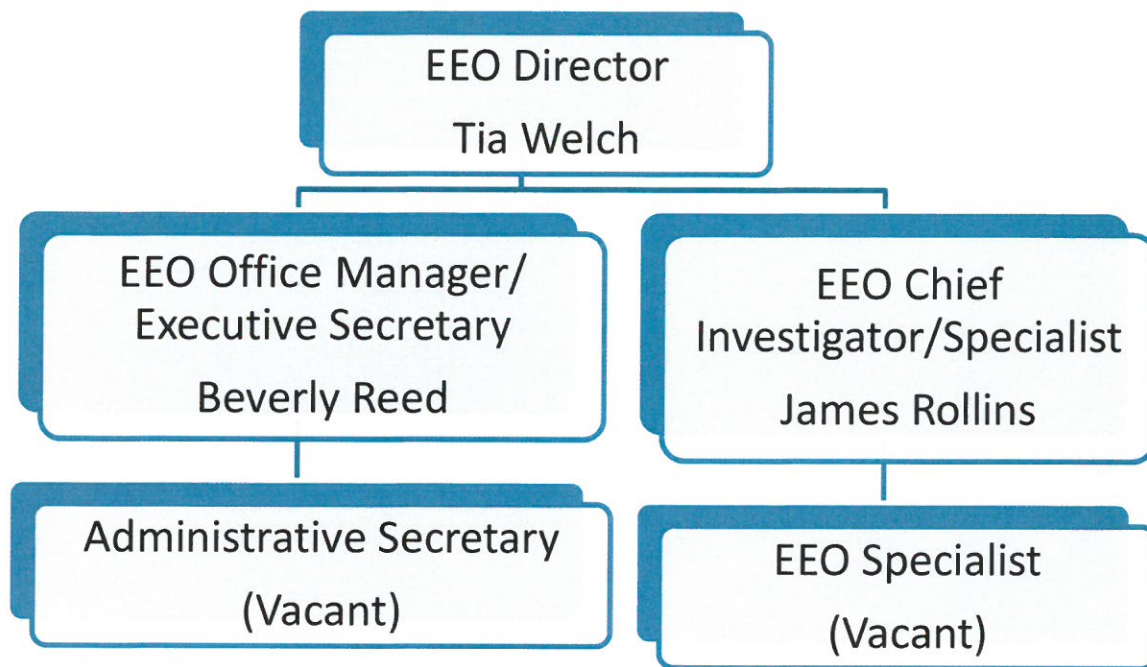
WV Educational Broadcasting Authority
WV Library Commission

Kristi Dodd
David Riebe

2019 -2020 AFFIRMATIVE ACTION PLAN LOG

Agency	Date Received	Asked for Extension	Extension Granted	Prepared By	Divisions
Administration Department	9/30/2019	No	N/A	Misty Peal	Ethics Commission; Finance Division; General Services; Grievance Board; Information Services & Communications; Personnel Division; Public Defender Services; Public Employees Insurance Agency; Purchasing Division, Real Estate Commission, and Risk and Insurance Management
Tax and Revenue Division	9/14/2019	No	N/A	Terri Martin	Alcohol Beverage Control Administration; Banking Commission; Insurance Commission; Lottery Commission; Racing Commission; Tax Commission; and Athletic Commission
DMAFS Administrative Section for Cabinet Secretary Office		Yes	Yes	Terri Arthur	Cabinet Secretary Office and their EEO Office
DMAFS – Division of Corrections and Rehabilitation (DCR)	10/30/2019	Yes	Yes	Katrina Kessel	Correctional Prisons, Jails and Juvenile Centers for DCR
DMAFS- WV State Police -	Cloud copy on 9/7/2019	No	N/A	Sgt. Oglesby	WV State Police
DMAFS – Parole	9/27/2019	No	N/A	Natalie Proctor	WV Parole
DMAFS – Capitol Police Protective Services Division	9/30/2019	No	N/A	Margaret Cash	Capitol Police Protective Services Division
DMAFS – Division of Administrative Services (DAS)	10/1/2019	Yes	Yes	Katrina Kessel	Administrative Services for DCR within DMAFS
DMAFS- Justice and Community Service	1/31/20	Yes	Yes	Amber Massey	
DMAFS – Homeland Security	10/21/2019	Yes	Yes	James Domingo	
DMAFS – State Fire Marshall's Office	2/5/20	Yes	Yes	Robert Sharp	
DMAFS – National Guard	1/24/19	No	N/A	Deborah Taylor	
VETERANS AFFAIRS	1/22/20	Yes	Yes	Sue Collins	Veterans Affairs – Cabinet Secretary Office, Clarksburg Nursing Home & Barboursville Nursing Home
HIGHER EDUCATION		Yes	Yes	Vickie Hairston	Higher Education
Library Commission	11/18/19	Yes	Yes	David Riebe	Library Commission
Arts, Culture and History	1/22/2020	Yes	Yes	Andrea D. Thompson	
WV Educational Broadcasting Authority	1/30/20	Yes	Yes	Kristi Dodd	Broadcasting Authority
D.E. P. Environmental Protection	1/29/20	Yes	Yes, partial	Charles Carl	Water Resources; Air Quality, Mining & Reclamation; and Waste Management

Public Service Comm.		No	N/A	Unknown	Public Service Commission and Consumer Advocate Division
Governor's Office	10/1/19	Yes	Yes	James Rollins	Governor's Mansion, Office of Technology; Economic Opportunity; National Commission for Community Service; Cabinet on Children & Families; WV Rural Development Council; and WV Human Resource Council
Dept of Commerce Workforce West Virginia	9/27/2019	No	N/A	Nicholas Allen	Worker's Compensation; Management Information Systems; Executive Division; Office of Judges; Employment Service/Job Training Programs; Legal Services; Fiscal & Administrative Management; Board of Appeal; Unemployment Compensation; Research, Information & Analysis; and Bureau of Employment Programs
Dept of Commerce Development Office	11/23/19	Yes	Yes	Tom McClure	Dept of Commerce -Development Office
Dept of Commerce Office of Miner's Safety	11/18/19	Yes	Yes	Mona Dugas	Dept of Commerce - MHST
Dept of Commerce Tourism Office	11/18/19	Yes	Yes	Tom McClure	Dept of Commerce -Tourism
Dept of Commerce Rehab Services	11/18/19	No	N/A	Terry Blair	Dept of Commerce – Division of Rehabilitation Services
Dept of Commerce Division of Forestry	11/21/19	Yes	Yes	Sharon Summers	Dept of Commerce – Division of Forestry
Dept of Commerce Division of Labor	1/8/20	Yes	Yes	Amber Pierson	Dept of Commerce – Division of Labor
Dept of Commerce Division of Natural Resources	12/4/19	Yes	Yes	Andrea Fout-Tinsley	Dept of Commerce – Division of D.N.R
Dept of Commerce Geological & Economic Survey	11/21/19	Yes	Yes	Jennifer Goff	Dept of Commerce – Division of Geological & Economic Survey
Health & Human Resources Department of	1/9/2020	Yes	Yes	Dawn Adkins	Secretary's Office; Operation & Finance; Children & Families; Public Health; Medical Services; Hopemont Hospital; Mildred Mitchell-Bateman Hospital; Lakin Hospital; Marion Health Care Hospital; Pinecrest State Hospital; Sharpe Hospital and Welch Emergency Hospital
Transportation	1/27/20	Yes	yes	Debbie Amos	Division of Highways; Division of Motor Vehicles; Public Transit; WV Port Authority; Aeronautics Commission
WV Department of Education	10/1/2019	No	N/A	Sharon Bryant	WV Department of Education
Senior Services	10/25/2019	Yes	Yes	Monica Rogers	Senior Services
WV Supreme Court	1/23/20	Yes	Yes	Sarah Loftus	



WV Governor's Office of Equal Employment Opportunity

2019 Training

Training Date	Agency, Facility, or Business	Number of Attendees	Qu	Training or Outreach Conducted by:	Subject
04/11/19	Dept. of Envir. Protection	41		James Rollins	Respect In The Workplace
05/29/19	Fair Shake Network	11	2	Tia Welch	Avoiding Harassment In The Workplace
05/30/19	WV Insurance Commission	35	2	Tia Welch	Respect In The Workplace & Avoiding Workplace Harassment
06/19/19	WV Miners, Safety & Training	18	2	Tia Welch	Respect In The Workplace & Avoiding Workplace Harassment
12/09/19	Various Agencies & Universities	41		James Rollins	Conducting Investigations
12/12/19	Coalfield CAP	202		Tia Welch	Avoiding Workplace Harassment
	Total	338			

4/10/19 EEO COORDINATORS MEETING MINUTES

Present: Debbie Amos, Kimberly Gibson, Catherine Graceson, Shallon Oglesby, Charles Carl, Nicholas Allen, Monica Rogers, Carlotta Gee, Sue Collins, Thomas Marchio, Jennelle Jones, Timothy Abraham, Terri Martin, Kathie Sizemore, Natalie Proctor, Deborah Dye, Tia Welch, James Rollins and Beverly Reed

Lunch was provided by Panera Bread. We had introductions. James Rollins called the meeting to order. Director Tia Welch introduced herself to everyone and shared her goals for our office. Those goals are awareness, education and outreach, compliance and collaboration with other agencies.

Old Business

Tim Abraham made a motion to approve the last meeting minutes for July 17, 2018 and Debbie Amos seconded. Minutes approved.

New Business

James Rollins discussed the updated EEO Counselors Best Practices Guide that was handed out and EEO Basic Investigator Training. He stated that all agency complaint forms should be the same or like ours, which is on our website. Beverly Reed will email our complaint form to the Coordinators. Beverly Reed will also send the Best Practices Guide electronically. James Rollins asked Coordinators to send the number of Counselors that need Basic Investigator Training.

Gender harassment was discussed. Carlotta Gee mentioned that she's noticed that it has increased. Debbie Amos noticed sexual harassment has increased, and one retaliation occurred after a complaint. Director Welch stated that we need more female investigators, especially for sexual harassment complaints.

James Rollins and Director Welch discussed the Avoiding Workplace Harassment booklet and Affirmative Action Plan (AAP). AAP is due September 1, 2019. James stated that all agencies that deal with Federal Government need to comply. Debbie Amos discussed underutilization analysis. Carlotta Gee stated that she has noticed underutilization has decreased. Charles Carl asked if there were updates to the AAP, but James and Director Welch didn't think so.

James mentioned we offer Respect in The Workplace training. Monica Rogers said they need it at Senior Services. James discussed the EEO Workflow Chart. Director Welch discussed the EEO Complaint Procedure in depth. That includes informal and formal complaints. Carlotta Gee said she needs to talk to James about making sure they are compliant with the Workflow Chart and asked is there a way to find trends.

Debbie Amos mentioned she has a problem getting Federal HR complaints sent to her since she is a State agency. Director Welch stated Coordinators can mention that this is a fresh start to make sure we're all in compliance. James Rollins will send the excel worksheet complaint log for the Coordinators' reference. They should have their own agency case number. In the future when a new administration comes in, it would be a good practice to send a letter to Cabinet Secretaries, Agency Directors, etc., informing or reminding them of EEO Complaint Procedures. James Rollins or Beverly Reed will send complaint requirements (procedures) to the Coordinators.

4/10/19 EEO Coordinators Meeting Minutes (cont.)

Director Welch gave a brief summary of the Chamber of Commerce HR Conference she attended Tuesday. Some Coordinators asked if we could inform them of such seminars that pertain to EEO matters. Director Welch informed the group of the upcoming local HR Law Training on April 29, 2019. Beverly will send the flyer to Coordinators.

Director Welch discussed plans for our upcoming EEO Conference, which is tentatively scheduled for September 12, 2019 at Beckley Raleigh Convention Center.

Debbie Amos informed the Coordinators that SHRM (Society for Human Resource Management) has monthly training for those that might be interested. Check www.shrm.org.

Other Business

Debbie Amos shared a religious accommodation issue regarding a male employee in her agency that refused to ride alone with a female on the job because it was against his religion and he was newly married. She wanted clarification regarding the issue. She needs more information on religious accommodation.

The next EEO Coordinators meeting was tentatively scheduled for Wednesday, August 14, 2019 before AAP's are due, in case any writers need assistance. Carlotta Gee and Debbie Dye may not be able to attend due to a previous commitment. Lunch will be provided by Panera Bread.

Meeting adjourned.

Respectfully submitted,

Beverly Reed

8/14/19 EEO COORDINATORS MEETING MINUTES

Present: Tony Domingo, Sarah Loftus, Nicholas Allen, Sue Collins, Vicky Charley, Jennifer Pritchard, Theresa White, Charles Carl, Misty Peal, Kimberly Gibson, Thomas Marchio, Cindy Smith, Carlotta Gee, Terry Arthur, Monica Rogers, Timothy Abraham, Debbie Taylor, Cathy Graceson, Debbie Amos, Tia Welch, James Rollins and Beverly Reed

Old Business

Beverly Reed called the meeting to order. We then had introductions. Timothy Abraham made a motion to approve the minutes of the last meeting minutes of April 10, 2019 and Cathy Graceson seconded. Minutes were approved.

Director Tia Welch discussed the EEO Best Practices Guide. Beverly Reed will email the Guide to Coordinators.

Director Tia Welch discussed the July 2019 Procedure for Handling EEO Complaints which was revised and signed by Governor Justice. She also informed the Coordinators about the updated State EEO forms which will be put on our website when Beverly Reed returns from vacation. A couple changes to note on the forms are Disability, Race/Color and Sex covers all issues regarding sex. She then reminded everyone about our upcoming September 12, 2019 EEO Conference at Beckley-Raleigh Convention Center.

James Rollins discussed Affirmative Action Plans. Director Welch changed the deadline from September 3 to September 30, 2019 to give writers time to gather information from Oasis after their data is updated. The Oasis data for last year's Affirmative Action Plan was from 2000. Coordinators can go ahead and write everything except section 6 which will be available after Oasis data gets updated. James Rollins will send Coordinators the Table of Contents. There was some discussion about ADA data collection for large agencies. Director Welch mentioned that our office will check compliance of all agencies. The Affirmative Action Plan structure is the same, only data will change.

Monica Rogers asked where to get diversity training. Carlotta Gee suggested Belinda Belling and will send her the phone number. Debbie Amos shared that they send out ads for hiring. Charles Carl mentioned hiring authorities. Director Welch cautioned that you could run into discrimination issues and suggested that you could encourage protected classes to apply.

Coordinators can reach out to the EEO office if they have a complaint but can't be an Investigator.

New Business

There was a question regarding a teacher that can't hear well and her rights. Director Welch suggested an accommodation. It depends on her condition when she was hired. Contact JAN (Job Accommodation Network) or Kim Nuckles. There was also a question as to what can be done about offensive signs or confederate flag on a car in a State parking lot. One Coordinator said they had the owner remove the signs. The confederate flag is not legally declared offensive in West Virginia. Another question was asked about a person who wants to take FMLA and work from home because she believes the building she works in causes her asthma to flare up. Director Welch stated that you can't work from home on FMLA.

The next EEO Coordinators meeting was scheduled for 11:30-1:00 Thursday, January 23, 2020. Lunch will be provided by Chick-Fil-A.

Meeting adjourned.

Respectfully submitted,

Beverly Reed

2019 EEO Training Conference Evaluation Results

Attendees: 109

Evaluations returned: 89

	Excellent	Very Good	Good	Fair	Poor
Think Before You Post: EEO & Social Media	27	40	16	5	--
Fair Shake Network: Disability Advocacy	13	23	37	14	1
It's Not Right! Sexual Harassment Training	50	32	6	1	--
Handling A Hostile Work Environment	18	41	20	4	--

2019 EEO CONFERENCE SPEAKER'S RESULTS/COMMENTS

EEO & Social Media: Think Before You Post – Jeff McCormick

Excellent - 27
Very Good - 40
Good - 16
Fair - 5
Poor - 0

Comments:

- Let's staff be able to teach or pass along that sexist and other jokes are inappropriate to post publicly.
- Definitely need more awareness of this and education for employees and employers.
- Very good speaker.
- Very helpful and educational.
- Speaker admittedly said he was not an expert. No real new insights.
- Engaging presenter. Good points regarding social media and keeping work separate.
- I loved the presentation. Very relative to our situations today.
- Wanted more on the law and policies over social media use.
- I thought it would have more EEO-related content.
- Mr. McCormick spoke well and gave good information.
- Excellent job/content.
- Down to earth and engaging.
- Enjoyed this segment.
- Made good points. PowerPoint should have been included with conference materials.
- More extended time would be nice – more talk on connecting posts on social media to workplace.
- Maybe more examples of "personal/off work" doesn't apply to EEO issues and what would constitute EEO issues re: social media.
- Too short. Not much on social media.
- Charismatic speaker, not enough knowledge about social media.
- The need for information – reminders of the power of social media – is so important. This session truly makes you think!
- I would have liked to have more statistics and information regarding EEO and social media.
- Touchy subject because there is a fine line regarding freedom of speech. This subject was covered very well.
- A lot of food for thought on employees' impulsive actions.
- Really made me think about things that I post as well as cyber threats.
- Social media is becoming a big factor in issues and places today. I have always stopped to think about what I post.
- I plan to add this to my orientations concerning social media use.
- Interesting topic, but a very rote presentation. Good guy. Great background. But this is not his topic.
- Very good lessons on how to use social media in a proper manner.

2019 EEO CONFERENCE SPEAKER'S RESULTS/COMMENTS

Fair Shake Network: Disability Advocacy – Paul Smith

Excellent -13
Very Good - 23
Good - 37
Fair - 14
Poor - 1

Comments:

- Excellent, helps most agencies throughout WV learn about what they do and how they help others.
- Information I didn't previously know.
- Great, and would like to see more presentations like that. He's a great speaker and presenter.
- Great education for the working environment.
- Not much insights. Speaker simply read signs.
- Don't read the entire PowerPoint.
- This was my favorite. My brother was severely disabled, and to see a group stand up for the laws for the disabled was so cool.
- While the class was informative, and it is an absolutely wonderful idea, speaker did not speak well or seem prepared.
- Good information – again – PowerPoint should have been included with conference materials.
- Glad to know that such an organization exists. It was very informative.
- Please provide a ramp.
- Great resource to know about! This was the first I had heard of this organization.
- Important topic, stumbled over the PowerPoint. Make it more personal instead of just reading the PowerPoint.
- Very short presentation, but speaker was knowledgeable.
- Pamphlet would have been good.
- Good source for disability employees.
- Enlightened my knowledge on available groups available in the area regarding disabilities.
- Great program.
- My former employer was an intellectually handicap facility that helped those people with a disability live on their own. It was nice to see/know that WV has this in place for those individuals.
- The information was very beneficial.
- Liked learning about FSN but didn't need that much detail.
- FSN does a good job but presentation was poor. Monotone.

2019 EEO CONFERENCE SPEAKER'S RESULTS/COMMENTS

It's Not Right: Sexual Harassment – Marcel Baldwin

Excellent - 50
Very Good - 32
Good - 6
Fair - 1
Poor - 0

Comments:

- Loved the example he talked about. The videos and pictures helped better understand the absurd situations that have occurred.
- Definitely need more training and education for all employees and supervisors.
- Great speaker, and I really enjoyed his presentation and knowledge.
- Excellent topic for everyone in the work environment.
- Always good to have refresher training on an important subject. Engaging presentation.
- Good info.
- Great examples of harassment.
- Great presentation – loved the training material and videos.
- He was very informative and well spoken.
- Really enjoyed the videos shown. Very informative.
- Very animated. Easy to understand. Visual aids always help. (The videos) help to put things in perspective.
- It was very easy to listen to him, and it was a good class.
- Very knowledgeable speaker – again – PowerPoint should have been included with conference materials.
- Glad to know about a new resource.
- I would love to hear more!! Videos were an eye opener to the audience.
- Excellent speaker and great at getting audience participation.
- Very enthusiastic speaker, great presentation!
- Great!! Info and presentation style.
- Very charismatic speaker, gained a lot of knowledge, felt I could reach out to him for assistance.
- Mr. Baldwin is a very good speaker and motivational speaker.
- I felt he hit all points.
- Most informative presentation of the day!
- This was an AMAZING presentation!
- Very glad EEOC rep was here.
- Presented in a way to keep your attention.
- I learned several things during this session, those things I'd seen or heard before this are or could be considered sexual harassment.
- Best sexual harassment training I have been in.
- Really liked him.
- A lot of information on how to handle this.
- Thorough. He was knowledgeable, wasn't tied to reading a presentation.
- Dynamic and engaging speaker.
- Nice energy.
- Second best presentation given. All employees need this training.
- Gave a good break down of different types of harassment and good information on how to proceed and handle these cases properly.

2019 EEO CONFERENCE SPEAKER'S RESULTS/COMMENTS

Stay or Quit: Handling A Hostile Work Environment – Sarah Kowalkowski

Excellent - 18
Very Good - 41
Good - 20
Fair - 4
Poor - 0

Comments:

- Has a lot of information for protecting the facilities and not much about helping staff. It could help protect working staff.
- Good perspective from attorney handling cases.
- I have heard her speak at the 2019 IPMA Conf., and she is a good speaker.
- Very helpful in situation that not many people knew.
- Not engaging because we're being read to. Re: Mike Pence's comments and her commentary, I will protect my marriage first. There's no mention that the VP would meet in places other than his office where someone could see to ensure nothing improper occurs. This actually REDUCES risk to the organization; not increasing it. Again; it's apparent the speaker – like the panelists – are more “enlightened” than us.
- Very knowledgeable and relative to our ever changing workplaces!
- Should have been before lunch or first!
- This is THE BIGGEST issue in our office. Too much of this talk was related to sexual harassment – we already covered that.
- Good information – a little slow moving – but it is a dry subject.
- Informative but did not cover how to handle a hostile work environment which would have been helpful. A lot of the information was about what policies should cover and most of us have no input in policymaking.
- Knowledgeable speaker with clear, easy to understand information. Again, PowerPoint with materials would be helpful.
- Presentation and facts were very well put together and very informative.
- Information was great.
- Could not hear speaker well in the beginning. Got better as she went on.
- May have been the afternoon sweets but found her to be dry and hard to follow. She had a couple of good pieces of information, but her presentation was too long.
- Very lengthy presentation well delivered, monotone and standing still.
- Reading presentation took away from it.
- Very modern examples which initiates critical thinking and is relatable to anyone today.
- She presented and explained very well.
- Lots of planning went into this session.
- There was some information I wasn't aware of.
- Well done.
- A lot of back story to tell the subject matter but very helpful.
- Very informative objective, needful for developing good policies.
- I thought this was supposed to be on handling a hostile work environment.
- Last of the day so was fairly repetitive.
- Good/on topic/best presentation. All employees need this training. Bystander training is a great idea.

2019 EEO CONFERENCE SPEAKER'S RESULTS/COMMENTS

Panel Discussion – Kim Nuckles, Anne Hirsh, Joseph Cohen, Beth Wolfe, Cameron McKinney and Kitty Dooley

Excellent - 19
Very Good - 32
Good - 19
Fair - 12
Poor - 4

Comments:

- Excellent, wish more people would've asked more questions to help get the information everyone has questions on. This would help to know what to have the guests, that would help ??
- Good to see different areas on panel.
- I enjoyed the speakers and information.
- Members of the panel made too many generalizations of their own about a Race/Group of people. Maybe more talk about "class" of people and not skin color and received behavior/opinions of West Virginians. White people in general for that matter.
- Panelists continued to speak of implicit biases without admitting their own while they demonized and lectured us. Also very politically biased. We didn't spend agency money and a day off of work to come and be lectured by people who think and act like they're better than us. Makes me question whether I will come to next State EEO Conference. I came to learn how to be a more effective EEO resource for my agency. This did nothing to accomplish that. Period.
- Like all the varied experiences they bring.
- Great variety of info.
- Great topics from a diverse panel.
- I was most disappointed by this part of the Conference. Too many political agendas!!
- Thought this was an EEO discussion not a complete racial educational class.
- Appreciated the diversity in perspectives on the panel.
- Very informative.
- Most of them talked way too long.
- Some of the responses were a bit too long, but overall it was very informative.
- Way too long!!
- Too much time spent on introductions of the panel.
- Would like to have heard more from each and/or have different panel members answer same question.
- I would really like to hear Ms. Dooley give a presentation.
- Mr. Cohen needed to be informed of who was in the audience and comments made by him could be considered offensive to Correctional staff.
- Would have liked more time for more questions and answers and discussion.
- Nuckles off point a little making it difficult to follow. Dooley – 5 stars – great speaker with a fantastic message. All others were equally good with good information and provided tools of value for future use.
- I felt that the panel was mostly unaware that there were a lot of Corrections professionals in attendance. Also felt that too much personal opinion was involved vs. what this conference is about.
- Very long drawn out introductions and final comments.
- More discussion on what they do and less about them.
- Very knowledgeable panel members, I especially enjoyed Mr. Cohen.

Panel Discussion (cont.)

- Started out well but became all about Blacks only, rather than all employees or employees in general.
- Loved the informative reading and videos that were shared. Looking forward to reading and watching.
- Seemed to cover the same topic repetitively.
- Great idea!
- I learned several interesting facts during this session.
- There was a lot of information in just that short time. I was surprised to hear one of the panel speak about helping with the over population of jails though I believe there are some that shouldn't be in prison also.
- Wish it was longer, would have been very good or excellent.
- Great panel discussion with good questions from Moderator Welch and audience.
- All very intelligent people. Some better speakers than others. Some with an axe to grind.
- Felt some of the topics of discussion were off topic (not all EEO related). Some comments almost bordered on politics.

2019 EEO CONFERENCE EVALUATION RESULTS

Training Suggestions/Additional Comments:

- Very nice. Would like to see more small groups for more training to help us get more contacts and other we can talk and ask questions to each other. Next year I'd like to learn and hear more that pertains to the corrections portion of WV agencies. The "old boys club" issues and obvious others when staff are supposed to consider corrections a brotherhood.
- One suggestion would be to invite the Division of Personnel. Some questions to the panel are actually addressed through DOP policies. Add "how to" section – for some this may seem too fundamental; but there are a lot of new EEO attendees. Provide questionnaire for feedback before meeting begins so comments are fresh. Thank you so much, appreciate the conference and the work that goes into it!
- More like Marcel Baldwin. It was good and Dr. Darrell Cummings really moved me to tears. I so enjoyed his whole presentation. 😊 Looking forward to next year's conference. Great job Beverly Reed. 😊
- Workplace bullying for training next year.
- Excellent!!!
- Being newer to EEO the topics were very helpful. Teach us how a complaint is handled from start to finish.
- Case Law discussions for training next year.
- Not enough practical equipping to make us more effective resources for our agency when it comes to resolving EEO issues occurring at our workplace. Panel segment was distasteful. Next year need practical teachings and tools to be a better EEO Coordinator/Counselor!!! I cannot overstate my distaste for the panel segment, and it has nothing to do with race, gender, sexual orientation, etc. It has everything to do with being made to feel inferior, incompetent, and inhumane. It is all the more disappointing given I serve as a volunteer investigator for other agencies and am committed to serving the State of WV to help improve our work environments.
- Wonderful – I enjoyed all aspects with the exception of the panel discussion. Racial exclusion is horrible. However, there are other types of exclusion that are just as bad, i.e. weight exclusion, etc. Please do not have a speaker during lunch. Allow you attendees to have that time to enjoy their meal and network during that time – the speaker was wonderful but would have been much more enjoyable if it had been after lunch. There was a lady who came all the way from Charleston and was told her registration wasn't received and she would have to leave. There was enough room and more than enough food to where she could have been accommodated. Very disappointing!!
- Legislative Process for training next year. The keynote speaker was also very good. It would be good to have it for 2 days to give more time for people to interact and for the topics.
- Dealing with true EEO situation and complaints for training next year. Stick to EEO not just racial topics.
- My first conference. It was nice to network and meet some people involved in this. That will be helpful in the future.
- Training for new EEO counselors. More "How To". We have a basic idea of acceptable behavior. Need to know more of the function.
- Need training on AAP and reports in general.
- Need training on how to file a complaint – how to fill out the forms and steps. I am the type that needs a visual.
- Best speaker – most inspirational was Dr. Darrell Cummings.
- More EEO topics.
- More age discrimination, Minority Outreach in WV (rural area), diversity training, history training of West Virginia regarding minority and women. Keynote speaker was very good! Great conference! If we could have a copy of slideshows next time to take notes would be my only suggestion.

2019 EEO CONFERENCE EVALUATION RESULTS

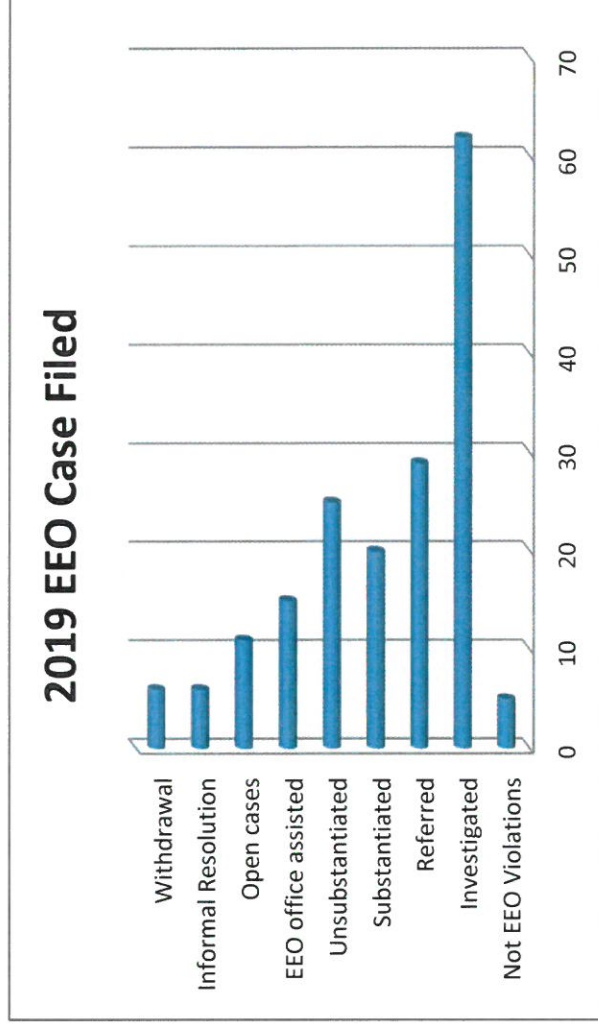
Training Suggestions/Additional Comments: (cont.)

- Need a class about what the other classes are. We talked about Race and Sexual Harassment, but I'd like more details on the rest as well.
- More training for managers - Extensive and mandatory so they are more aware and knowledgeable.
- EEO is about more than White/African American issues! The handout, have the PowerPoint instead of Bios.
- Very interesting overall – thank you!
- Two days (or 1-1/2) would be better. It was a lot of info to maintain in a short period of time. Have copies of handouts available of the presentations.
- One of the best EEO conferences I've attended in past 15 years. Hopefully next year a 2-day event? Very informative! Training next year – a section on Respect & Kindness in workplace, how to get top management to take EEO more seriously and lead by example, relationships in workplace, how far do we allow managers to act on issues. We currently have them documenting and sending to EEO officer and direction comes back down to them on any action to take. Section on Implicit Bias. Would love to hear Ms. Dooley present on Civil Rights, Then and Now perhaps?
- Need more of a presentation on Disabilities Act.
- Need training on scenario based in groups and working on step-by-step process. Maybe sample forms. For both intake counselor and investigator initiation.
- Managers need more training in our facilities.
- Nice ride to the facility. Bring back Marcel Baldwin and his video.
- Glad to see that the majority of participants stayed till the end.
- Possibly offer a video conference option or two separate locations for those having to drive 5+ hours.
- Need training on procedure for a workplace hostile environment but it does not follow under a EEO.
- Lots of knowledge was gained on my part.
- Need more from ADA Office, as well maybe more on cyber harassment, etc.
- Stick to schedule and deal with guys between and tech issues. Lots of wasted time. More "how to" and practical advice on situations State agencies experience.
- Leave coffee available throughout the conference.
- Would like hearing from a seasoned EEO Investigator.
- Conflicts of interest (e.g. being HR & EEO). Great presentations, food, venue, breaks. Overall, well done.
- EEO staff are great. Both here at the Conference and when working on cases with them.
- Really enjoyed Dr. Cummings – great speaker – nice message, but I did not feel the whole thing was EEO specific.
- Venue suggestions for next year – John 23rd Pastoral Center, Days Inn Conference Center Flatwoods, Holiday Inn and Suites South Charleston, Beni Kedem, WVU, Marshall, WVSU, Café Cimino (Sutton), Northern part of State, central location, Stonewall, Canaan Valley, Charleston.

EEO CONFIDENTIAL INFORMATION

The EEO Complaint Log is being submitted as confidential information that should not be shared outside of the Governor's Office or posted electronically due to Personal Identifiable Information (PII). Please keep for reporting purposes only.

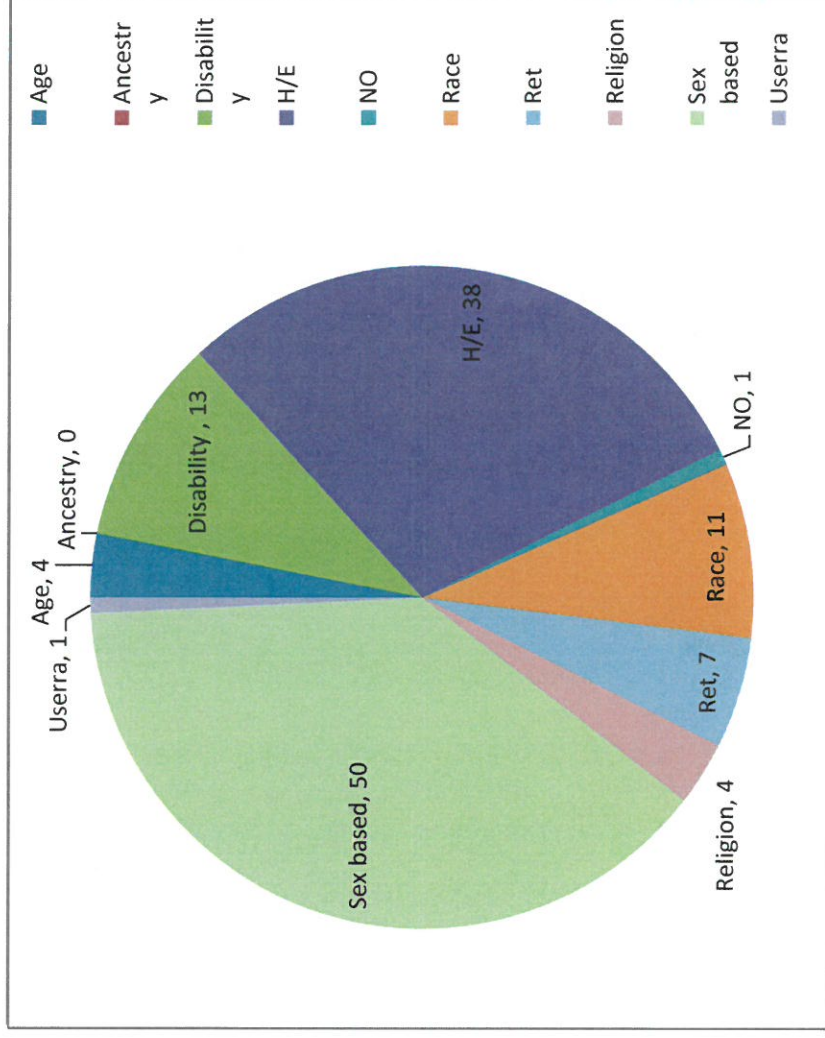
Total cases filed	104
Not EEO Violations	5
Investigated	62
Referred	29
Substantiated	20
Unsubstantiated	25
EEO office assisted	15
Open cases	11
Informal Resolution	6
Withdrawal	6



The EEO Office received 104 complaints directly or from other agencies. Sixty-two (62) of the submitted cases were investigated. Twenty (20) of the sixty-two (62) cases were substantiated. Twenty-nine (29) of the sixty-two (62) cases were unsubstantiated. Six (6) cases used the Informal Resolution process. The EEO Office assisted in fifteen (15) of the sixty-two (62) investigated cases. 29 cases were referred to other agencies. 6 Complainants withdrew their complaints. 11 cases were still open at the end of the year. 5 cases did not have an EEO violation.

2019 EEO Cases Filed by Protected Class

Age	4
Ancestry	0
Disability	13
H/E	38
NO	1
Race	11
Ret	7
Religion	4
Sex based	50
Userra	1
Political	2
Tobacco	0
Disparte	1
Total	132





State of West Virginia Equal Employment Opportunity Office Coordinators/Counselors List

Click on one of the links below for a department's list of EEO Coordinators and Counselors (*or scroll down the page*). If you are unable to find a Counselor for your agency, please contact the department's EEO Coordinator for assistance.

[Department of Administration](#)
[Department of Art Culture and History](#)
[Department of Commerce](#)
[Department of Environmental Protection](#)
[Department of Health & Human Resources](#)
[Department of Military Affairs & Public Safety](#)
[Public Service Commission](#)
[Department of Revenue](#)
[Department of Transportation](#)
[Miscellaneous Agencies](#)

Department of Administration

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
ADMINISTRATION	PEAL, MISTY (COORDINATOR)	Misty.Peal@wv.gov	304-558-4331	
Aviation Division	McConihay, Steve	Steve.M.McConihay@wv.gov	304-558-0403	
Board of Risk	Lawrentz, Jeff	Jeff.P.Lawrentz@wv.gov	304-766-2646	
CHIP	Jones, Brenda	Brenda.K.Jones@wv.gov	304-558-6579	
CPRB	Abraham, Timothy	Timothy.M.Abraham@wv.gov	304-558-3570	52519
Ethics Commission	Briggs, Ellen	Ellen.M.Briggs@wv.gov	304-558-0664	
Finance Division	Parks, Kaye	Kaye.J.Parks@wv.gov	304-558-3482	
Fleet Management	Farmer, Becky	Becky.C.Farmer@wv.gov	304-558-8207	
General Services	Hovatter, Robert	Robert.W.Hovatter@wv.gov	304-558-3502	
Grievance Board	Pritchard, Jennifer	Jennifer.A.Pritchard@wv.gov	304-957-8388	
Office of Technology	Shriver, Dan	Dan.P.Shriver@wv.gov	304-957-6901	
Office of Technology	Smith, Cindy	Cindy.L.Smith@wv.gov	304-957-6901	
PEIA	Marchio, Thomas Priddy, Jennifer (Backup)	Thomas.J.Marchio@wv.gov Jennifer.S.Priddy@wv.gov	304-558-7850 304-558-7850	52656 52681
Division of Personnel	Turturice, Robin	Robin.L.Turturice@wv.gov	304-558-3950	
Prosecuting Attorney	Leslie, Amy	Amy.R.Leslie@wv.gov	304-558-3348	

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Public Defender	Clark, Pam	Pam.R.Clark@wv.gov	304-558-3905	
Purchasing Division	Knapp, Samantha	Samantha.S.Knapp@wv.gov	304-558-7022	
Real Estate Division	Eads, Shelly	Shelly.R.Eads@wv.gov	304-558-3062	

Department of Commerce

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
<i>TOURISM</i>	<i>MCCLURE, THOMAS (COORDINATOR)</i>	Tom.L.McClure@wv.gov	304-558-0195	
Development Office	Dugas, Mona	Mona.L.Dugas@wv.gov	304-558-2234	
Division of Forestry	Edens, Phyliss	Phylliss.J.Edens@wv.gov	304-558-2788	51765
Division of Forestry	Parsons, Darlene	Darlene.D.Parsons@wv.gov	304-558-2788	51778
Division of Labor	Casto, Wanda	Wanda.S.Cast@wv.gov	304-380-9525	
Division of Natural Resources	Fout-Tinsley, Andrea	Andrea.L.FoutTinsley@wv.gov	304-558-4025	
Geological & Economic Survey	Hohn, Michael	hohn@geosrv.wv.net.edu	304-594-2331	320
Miner's Health Safety	McClure, Thomas	Tom.L.McClure@wv.gov	304-558-1425	52179

Workforce West Virginia	Wolfigbarger, Jim	Jim.L.Wolfigbarger@wv.gov	304-558-3501	
Rehabilitation Services	Gibson, Kimberly	Kimberly.E.Gibson@wv.gov	304-356-2044	55070
Rehabilitation Services	Johnson, Aaron	Aaron.E.Johnson@wv.gov	304-356-2370	

Department of Art Culture and History

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Culture & History	Cline, Bethany	bethany.cline@wvculture.org	304-558-0220	
Educational Broadcasting	Johnson, Jan	JJohnson@wvpublic.org	304-556-4903	
Library Commission	Riebe, David	David.B.Riebe@wv.gov	304-558-2041	

Department of Environmental Protection

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
<i>DEP</i>	<i>CARL, CHARLES (COORDINATOR)</i>	Charles.W.Carl@wv.gov	304-926-0499	1556

Department of Health & Human Resources

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DHHR	<i>DYE, DEBORAH (COORDINATOR)</i> <i>Adkins, Dawn</i>	Deborah.J.Dye@wv.gov Dawn.M.Adkins@wv.gov	304-558-3313 304-558-7048	
BCF Region I Harrison	Cork, Misty	Misty.K.Cork@wv.gov	304-627-2295	
BCF Region I Tyler/Wetzel/Marshall	Blake, Debra A.	Debra.A.Blake@wv.gov	304-843-4120	255
BCF Region I Ritchie/Pleasants/Doddridge	Samples, Jenifer	Jenifer.J.Samples@wv.gov	304-643-2934	144
BCF Region I Ohio/Brooke/Hancock	Wells, Valerie A.	Valerie.A.Wells@wv.gov	304-794-3060	2062
BCF Region I Marion/Monongalia	Thorne, Justin	Justin.B.Thorne@wv.gov	304-285-3218	
BCF Region I Wood/Calhoun/Gilmer/Wirt	Justice, Walter	Walter.C.Justice@wv.gov	304-420-2560	2160
BCF Region I Kanawha	Hackney, Nikki	Nikki.A.Hackney@wv.gov	304-746-2360	
BCF Region I Kanawha	Light, Terry	Terry.L.Light@wv.gov	304-356-4566	
BCF Region I Braxton/Clay	Sniffin, Anna	Anna.M.Sniffin@wv.gov	304-765-7344 304-587-4268	
BCF Region II Logan	Vacant			
BCF Region II Putnam/Mason	Marcum, Deborah	Deborah.S.Marcum@wv.gov	304-674-1066	
BCF Region II Boone/Lincoln	Adkins, Brittni	Brittni.M.Adkins@wv.gov	304-824-5811	132
BCF Region II Wayne	Hankins, Brian	Brian.D.Hankins@wv.gov	304-272-6311 304-417-4265	116 cell
BCF Region II Roane/Jackson/Clay	Casto, Jerri F.	Jerri.F.Casto@wv.gov	304-927-2560	
BCF Region II Cabell	Graham, Karen	Karen.B.Graham@wv.gov	304-528-5800	1074
BCF Region III Randolph/Tucker	Canfield, Aimee S.	Aimee.S.Canfield@wv.gov	304-637-5560	2016
BCF Region III Hampshire/Mineral	Davis, Melissa C.	Melissa.C.Davis@wv.gov	304-788-4150	
BCF Region III Hardy/Grant/Pendleton	Simmons, Amanda F.	Amanda.F.Simmons@wv.gov	304-358-2305	115
BCF Region III Jefferson/Berkeley/Morgan	Oliver, T'zouri P.	Tzouri.P.Oliver@wv.gov	304-267-0100	71107
BCF Region III Taylor/Preston/Barbour	Nestor, Melissa	Melissa.J.Nestor@wv.gov	304-457-9030	78427
BCF Region III Lewis/Upshur	Rush, Tammy L.	Tammy.L.Rush@wv.gov	304-269-6820	2015
BCF Region III WV Children's Home	Phillips, Patricia	Patricia.L.Phillips@wv.gov	304-637-0274	219
BCF Region IV Mingo	Dillon, Penny	Penny.M.Dillon@wv.gov	204-235-4680	
BCF Region IV Nicholas/Webster	Mullins, Terri	Terri.A.Mullins@wv.gov	304-847-2861	231
BCF Region IV Fayette	Canada, Colleen	Colleen.L.Canada@wv.gov	304-465-9613	198
BCF Region IV Summers/Greenbrier/Monroe/ Pocahontas	Totten, Debbie A. Ratliff, John	Debbie.A.Totten@wv.gov John.J.Ratliff@wv.gov	304-647-7476 304-647-7476	76359

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
BCF Region IV McDowell	Addair, Carla	Carla.K.Addair@wv.gov	304-436-8302	78196
BCF Region IV Wyoming	Adkins, Linda	Linda.L.Adkins@wv.gov	304-732-6900	73005
BCF Region IV Mercer	Ellis, Heather	Heather.N.Ellis@wv.gov	304-425-8738	2033
BCF Region IV Raleigh	Jones, Delena R.	Delena.R.Jones@wv.gov	304-256-6930	
Bureau for Child Support Enforcement (Central Office)	Bradshaw, Tammy L. (Back-up) Tyler, Carol ASAI	Tammy.L.Bradshaw@wv.gov Carol.S.Tyler@wv.gov	304-356-4664	
CHIP	Jones, Brenda	Brenda.K.Jones@wv.gov	304-957-7861	
Health Care Authority	Marshall, Paula	Marshall.P.Moss@wv.gov	304-558-2616	
Human Rights Commission	Moss, Marshall P.	Marshall.P.Moss@wv.gov	304-558-2616	N/A
Bureau of Public Health (OEMS)	Brown, Annette	Annette.J.Brown@wv.gov	304-356-4450	
Bureau of Public Health (OLS)	Vacant			
Bureau of Public Health (OCME)	Ferguson, Todd	Todd.M.Ferguson@wv.gov	304-558-6920	
Office of Health Facilities (OHF)	Haynes, Juan	Juan.L.Haynes@wv.gov	304-356-4824	N/A
Bureau for Behavior Health (BBH)	Ross, Jacqueline	Jacqueline.H.Ross@wv.gov	304-356-4818	
Bureau of Medical Services (Central Office)	O'Brien, Kim	Kim.M.O'Brien@wv.gov	304-356-4907	
Office of the Inspector General (OIG)	Calabrese, Debi	Debi.L.Calabrese@wv.gov	304-558-2278	
Hopemont Hospital	Miller, Tama	Tama.M.Miller@wv.gov	304-789-2411	250
Lakin Hospital	Barnette, Brenton	Brenton.J.Barnette@wv.gov	304-675-0860	113
Management Information Services (MIS)	Lipscomb, Glennis	Glennis.Lipscomb@wv.gov	304-558-4961	
Manchin Health Care	Labdik, Judy	Judith.A.Labdik@wv.gov	304-363-2500	
Mildred Mitchell-Bateman Hospital	Scott, Scott	Donald.Scott@wv.gov	304-525-7801	
Mildred Mitchell-Bateman Hospital	Parsons, Cindy J.	Cindy.J.Parsons@wv.gov	304-525-7801	614
Mildred Mitchell-Bateman Hospital	Hardesty, Jane	Jane.E.Hardesty@wv.gov	304-525-7801	620
William R. Sharpe, Jr, Hospital	Gustke, Bryan	Bryan.D.Gustke@wv.gov	304-269-1210	
Welch Community Hospital	Gravely, Monica	Monica.Y.Gravely@wv.gov	304-436-8708	8618
Jackie Withrow Hospital	Bragg, Aimee	Aimee.S.Bragg@wv.gov	304-256-6600	71301
Bureau of Public Health Commissioner's Office	Vacant			

Department of Military Affairs & Public Safety

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
DMAPS	ARTHUR, TERRI (COORDINATOR)	Terri.J.Arthur@wv.gov	304-558-2036	53453
Office of Cabinet Secretary	Carson, Shawna	Shawna.M.Carson@wv.gov	304-558-2930	
Justice and Community Services	Boggess, Leslie	Leslie.S.Boggess@wv.gov	304-558-8814	53330
Fire Commission	Burns, Kathryn	Kathryn.L.Burns@wv.gov	304-558-2191	53229
Fire Marshall	Sharp, Robert	Robert.S.Sharp@wv.gov	304-558-2191	
Homeland Security	Domingo, James (Tony)	James.A.Domingo@wv.gov	304-558-5380	
Military Authority	Taylor, Deborah	Deborah.S.Taylor28.nfg@mail.mil	304-561-6314	
Parole Services	Proctor, Natalie	Natalie.S.Proctor@wv.gov	304-558-6366	
Protective Services	Cash, Margaret	Margaret.M.Cash@cappd.wvsp.gov	304-558-9911	

STATE POLICE	OGLESBY, SHALLON (COORDINATOR)	Shallon.R.Oglesby@wvsp.gov	304-746-2107	
State Police	Patterson, Reginald	Reginald.Patterson@wvsp.gov	304-746-4846	

DIVISION OF CORRECTIONS	ARTHUR, TERRI J. (COORDINATOR)	Terri.J.Arthur@wv.gov	304-558-2036	53453
Human Resources	Ferrell, Rebecca	rebecca.s.ferrell@wv.gov	304-558-2036	
Central Office	Sizemore, Kathie	Kathie.L.Sizemore@wv.gov	304-558-2036	
Anthony Correctional Center	Sacra, Michelle	Michelle.L.Sacra@wv.gov	304-536-3911	
Beckley Correctional Center	Pauley, Richard	Richard.A.Pauley@wv.gov	304-256-6780	
Beckley Correctional Center	Crider, John	John.E.Crider@wv.gov	304-256-6780	
Charleston Correctional Center	Williams, Bobby	Bobby.R.Williams@wv.gov	304-340-6921	
Denmar Correctional Center	Miller, Debbie	Debbie.L.Miller@wv.gov	304-653-4201	
Denmar Correctional Center	Stone, Gabriel	Gabriel.L.Stone@wv.gov	304-653-4201	

Huttonsville Correctional Center	Thomas, Kayla	Kayla.E.Thomas@wv.gov	304-335-2201	
Huttonsville Correctional Center	Graziani, Cynthia	Cynthia.D.Graziani@wv.gov	304-335-2291	
Huttonsville Correctional Center	Shrader, Jarit	Jarit.N.Shrader@wv.gov	304-335-2291	

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Huttonsville Correctional Center	Hinchman, Steven	Steven.Z.Hinchman@wv.gov	304-335-2291	
Huttonsville Correctional Center	Taylor, Paula	Paula.K.Taylor@wv.gov	304-335-2291	
Lakin Correctional Center	Gerlach, Cheryl	Cheryl.L.Gerlach@wv.gov	304-674-2440	
Lakin Correctional Center	Roslinski, Lynn	Jacqueline.K.Roslinski@wv.gov	304-674-2440	
Lakin Correctional Center	Putney, Phillip	Phillip.N.Putney@wv.gov	304-674-2440	
Martinsburg Correctional Center	Springer, Ryan	Ryan.J.Springer@wv.gov	304-267-0156	
Martinsburg Correctional Center	Childs, Michelle	Michelle.L.Childs@wv.gov	304-267-0156	
Martinsburg Correctional Center	Chance, Teresa	Teresa.D.Chance@wv.gov	304-267-0156	
Mt. Olive Correctional Complex	Bennett, Richard	Richard.D.Bennett@wv.gov	304-442-7213	
Mt. Olive Correctional Complex	Rose, Ken	Kenneth.J.Rose@wv.gov	304-442-7213	
Mt. Olive Correctional Complex	Hart, Abbie	Abbie.M.Hart@wv.gov	304-442-7213	
Mt. Olive Correctional Complex	Ceterowski, Brenda	Brenda.L.Ceterowski@wv.gov	304-442-7213	
Ohio County Correctional Complex	Metz, Beth	Beth.A.Metz@wv.gov	304-238-1007	
Parkersburg Correctional Center	Miller, Vicki	Vicki.L.Miller@wv.gov	304-420-2443	
Parkersburg Correctional Center	McDonald, Gary	Gary.J.McDonald@wv.gov	304-420-2443	
Parole Services	Harrison, Rebecca	Rebecca.L.Harrison@wv.gov	304-425-7487	
Parole Services	Dunlap, Erika	Erika.L.Dunlap@wv.gov	304-425-7487	
Parole Services	Huffman, Brenda	Brenda.L.Huffman@wv.gov	304-425-7487	
Parole Services	Toler, David	David.C.Toler@wv.gov	304-425-7487	
Pruntytown Correctional Center	Vacant		304-265-6111	
Salem Correctional Center	Carpenter, Zackaree	Zackaree.T.Carpenter@wv.gov	304-782-2371	
Salem Correctional Center	Yost-Bohon, Theresa	Theresa.D.Bohon@wv.gov	304-782-2371	
St. Mary's Correctional Center	McDowell, Lisa	Lisa.A.McDowell@wv.gov	304-684-5500	
St. Mary's Correctional Center	Stewart, Wesley	Wesley.O.Stewart@wv.gov	304-684-5500	
WV Corrections Academy	Miller, Treena	Treena.D.Miller@wv.gov	304-462-3044	

REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

Agency	ARTHUR, TERRI J. (COORDINATOR)	Terri.J.Arthur@wv.gov	304-558-2036	53453
Central Regional Jail	Reeder, Patricia	Patricia.A.Reeder@wv.gov	304-765-7904	
Central Regional Jail	Ramsey, Mary	Mary.M.Ramsey@wv.gov	304-765-7904	
Eastern Regional Jail	Bennett, Richard	Richard.C.Bennett@wv.gov	304-267-0045	
Eastern Regional Jail	Smith, Ashlee	Ashley.M.Smith@wv.gov	304-267-0045	
Eastern Regional Jail	Springer, Ryan	Ryan.J.Springer@wv.gov	304-267-0045	
North Central Regional Jail	Sheets, Ruth	Ruth.M.Sheets@wv.gov	304-873-1384	
Northern Regional Jail	Hores, Cindy	Cindy.A.Hores@wv.gov	304-843-4067	
Northern Regional Jail	Gump, Rebecca	Rebecca.A.Gump@wv.gov	304-843-4067	
Northern Regional Jail	Parker, Mark	Mark.T.Parker@wv.gov	304-843-4067	
Northern Regional Jail	Wright, Aaron	Aaron.J.Wright@wv.gov	304-843-4067	
Potomac Highlands Regional Jail	Kesner, Erica	Erica.L.Kesner@wv.gov	304-496-1275	
Potomac Highlands Regional Jail	Moore, Brittiny	Brittiny.R.Moore@wv.gov	304-496-1275	
South Central Regional Jail	Vacant		304-558-1336	
Southern Regional Jail	Underwood, Charlotte	Charlotte.A.Underwood@wv.gov	304-256-6726	
Southern Regional Jail	Mullens, Amanda	Amanda.N.Mullens@wv.gov	304-256-6726	
Southern Regional Jail	Moore, Scotty	Scotty.E.Moore@wv.gov	304-256-6726	
Southwestern Regional Jail	Vance, Lisa	Lisa.J.Vance@wv.gov	304-239-3032	
Southwestern Regional Jail	Frye, Lily	Lily.R.Frye@wv.gov	304-239-3032	
Tygart Valley Regional Jail	Livesay, Amy	Amy.L.Livesay@wv.gov	304-637-0382	
Tygart Valley Regional Jail	Broughton, Kelly	Kelly.J.Broughton@wv.gov	304-637-0382	
Western Regional Jail	Coffman, Bliss	Bliss.N.Coffman@wv.gov	304-733-6821	
Western Regional Jail	Marshall, Trina	Trina.L.Marshall@wv.gov	304-733-6821	
Western Regional Jail	Ball, Richard	Richard.D.Ball@wv.gov	304-733-6821	

Division of Juvenile Services

Agency	ARTHUR, TERRI J. (COORDINATOR)	Terri.J.Arthur@wv.gov	304-558-2036	5345
J.M. Chick Buckbee Juvenile Center	Shillingburg, Raymond	Raymond.W.Shillingburg@wv.gov	304-496-1341	
J.M. Chick Buckbee Juvenile Center	Bash, Kayla	Kayla.M.Bash@wv.gov	304-496-1341	
D.R. Kuhn Juvenile Center	Charcandy, Tammy	Tammy.F.Charcandy@wv.gov	304-369-2976	
D.R. Kuhn Juvenile Center	Baldwin, Terry	Terry.A.Baldwin@wv.gov	304-369-2976	
Kenneth Honey Rubenstein Juvenile Center	Sagace, Mary	Mary.L.Sagace@wv.gov	304-259-5241	
Gene Spadaro Juvenile Center	Bowyer, Crystal	Crystal.D.Bowyer@wv.gov	304-877-6890	
James H. "Tiger" Morton Juvenile Center	Fulks, Margaret	Margaret.A.Fulks@wv.gov	304-766-2616	
Lorrie Yeager Jr. Juvenile Center	Casto, Celeste	Celeste.B.Cast@wv.gov	304-420-4860	
Robert Shell Juvenile Center	Hicks, Mark	Mark.G.Hicks@wv.gov	304-948-2190	
Ronald Mulholland Juvenile Center	Vacant		304-232-3441	
Sam Perdue Juvenile Center	McGraw, Lisa	Lisa.A.McGraw@wv.gov	304-425-9721	
Vickie Douglas Juvenile Center	Dodson, Brandon	Brandon.C.Dodson@wv.gov	304-267-0164	

Public Service Commission

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
PUBLIC SERVICE COMMISSION	TOON, CASS (COORDINATOR)	ctoon@psc.state.wv.us	304-340-0409	
Public Service Commission	Jackson, Belinda	bjackson@psc.state.wv.us	304-340-0497	
Public Service Commission	Mottesheard, John	jmottesheard@psc.state.wv.us	304-340-0399	
Public Service Commission	Hill, Versie	Vhill@psc.state.wv.us	304-340-0870	

Department of Revenue

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Revenue	Hughes, Debbie (ACTING COORDINATOR)	Debbie.M.Hughes@wv.gov	304-558-6279	1212
Budget Office	Scruggs, Tammy	Tammy.L.Scruggs@wv.gov	304-558-5889	
Alcohol Beverage Control Administration	Wensil, Lisa	Lisa.B.Wensil@wv.gov	304-356-5551	
Lottery/DFI	Ball, Amberly	ABall@wvlottery.com	304-558-0500	
Lottery/DFI	Whitley, Kristi	KWhitley@wvlottery.com	304-558-0500	
Insurance Commission	Mullins, Kathryn	Kathryn.Mullins@wv.gov	304-558-6279	

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Municipal Bond Commission	Rogers, Sara	Sara.L.Rogers@wv.gov	304-558-3971	
Office of Tax Appeals	Lee, Stephen	Slee@wvota.gov	304-558-1666	
Racing Commission	Carnefix, Becky	Becky.G.Carnefix@wv.gov	304-558-2150	
Tax Department	Morrison, James	James.B.Morrison@wv.gov	304-558-8533	
Tax Department	Duvall, Lindsey	Lindsey.M.Duvall@wv.gov	304-558-0762	
Tax Department	Edens, Martha	Martha.F.Edens@wv.gov	304-558-3204	
Tax Department	Payne, Travis	Travis.L.Payne@wv.gov	304-558-3940	

Department of Transportation

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
<i>DOT Internal EEO Officer</i>	<i>AMOS, DEBBIE</i>	Debbie.K.Amos@wv.gov	<i>304-558-9363</i>	
<i>DOH Central HQ</i>	<i>AMOS, DEBBIE</i>	Debbie.K.Amos@wv.gov	<i>304-558-9363</i>	
District 1 EEO COORDINATOR	PARSONS, SHARI	Shari.M.Parsons@wv.gov	304-356-3774	
District 2 EEO COORDINATOR	DEMPSEY, KATHLEEN	Kathleen.C.Dempsey@wv.gov	304-528-5901	
District 3 EEO COORDINATOR	BUFFINGTON, BRIDGET	Bridget.M.Buffington@wv.gov	304-420-4595	
District 4 EEO COORDINATOR	VANPELT, JUDY	Judy.C.VanPelt@wv.gov	304-842-1500	
District 5 EEO COORDINATOR	STAGGERS, LESLIE	Leslie.S.Staggers@wv.gov	304-289-3521	
District 6 EEO COORDINATOR	CROW, MANDY	Mandy.L.Crow@wv.gov	304-843-4025	
District 7 EEO COORDINATOR	PALAGINO, CINDY	Cynthia.J.Palagino@wv.gov	304-269-8905	
District 8 EEO COORDINATOR	BROSCHART, ANGELA	Angela.L.Broschart@wv.gov	304-637-0220	
District 9 EEO COORDINATOR	COOK, BRANDON	Brandon.J.Cook@wv.gov	304-647-7824	
District 10 EEO COORDINATOR	SHREWSBURY, KRISTEN	Kristen.M.Shrewsbury@wv.gov	304-487-5240	
Motor Vehicles EEO COORDINATOR	GRACESON, CATHY	Catherine.J.Graceson@wv.gov	304-926-6833	
Public Transit EEO COORDINATOR	FISH, CINDY	Cindy.E.Fish@wv.gov	304-558-0428	
Port Auth. EEO COORDINATOR	VANCY, CHARLES	Charles.N.Vance@wv.gov	304-558-0330	
Rail Auth. EEO COORDINATOR	BUTLER, CINDY	Cindy.K.Butler@wv.gov	304-538-2305	
WV Parkways Authority EEO COORDINATOR	LILLY, SHERRIE	SLilly@wvturnpike.com	304-926-1900	

Miscellaneous Agencies

Agency	Coordinator/Counselor	E-mail Address	Phone Number	Ext.
Bureau of Senior Services	Rogers, Monica	Monica.C.Rogers@wv.gov	304-558-3317	
Department of Education	Bryant, Liz	LBryant@access.k12.wv.us	304-558-2702	
FBI				
State of WV EEO Office	WELCH, TIA (COORDINATOR)	Tia.L.Welch@wv.gov	304-558-0400	
State of WV EEO Office	Rollins, James A.	James.A.Rollins@wv.gov	304-558-0400	
Higher Education Policy Commission	HAIRSTON, VICKIE (COORDINATOR)	Vickie.Hairston@wvhepc.edu	304-558-2104	227
WV Northern Community College	Carmichael, Peggy	PCarmichael@wvncc.edu	304-214-8901	
Housing Development	Mason, Mary	MMason@wvhdf.com	304-345-6475	
Investment Management Board	Jones, Matthew E.	Mattj@wvimb.org	304-345-2672	
Mountwest Community & Technical College	Shamblin, Mesha	Shamblinm@mctc.edu	304-710-3501	
School Building Authority	Chapman, Sue	Sue.G.Chapman@wv.gov	304-558-2541	
Secretary of State	Barker, Delilah	DBarker@wvsos.com	304-558-6000	
Senate Clerk	Cassis, Lee	Lee.Cassis@wvsenate.gov	304-357-7508	
State Bar	Casey, Anita	Caseya@wvbar.org	304-558-7993	
Supreme Court of Appeals	Wisman, Julianne	Julianne.Wisman@courtswwv.gov	304-558-6844	
Supreme Court of Appeals	Loftus, Sarah	Sarah.Loftus@courtswwv.gov	304-340-3420	
Treasurer's Office	Taylor, Blair	Blair.Taylor@wvsto.com	304-558-5000	
Veterans Assistance	COLLINS, SUE (COORDINATOR)	Sue.B.Collins@wv.gov	304-558-3661	
Veterans Assistance	Lyons, Mike	Mike.C.Lyons@wv.gov	304-558-3661	
Veterans Nursing Facility	Hedrick, Pam	Pamela.L.Hedrick@wv.gov	304-626-1600	2044
Administration/Field Offices		@wv.gov	304-558-3661	
West Virginia University	Slavensky, Elizabeth (Interim)	Elizabeth.Slavensky@mail.wvu.edu	304-293-3073	

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